



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT CLIENT FEES AT TWO OR MORE FACILITIES	POLICY NO. 404.2	EFFECTIVE DATE 10/1/89	PAGE 1 of 2
APPROVED BY: Original signed by: ROBERTO QUIROZ Director	SUPERSEDES 509.1 9/8/88	ORIGINAL ISSUE DATE 12/3/83	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To ensure uniform methodology in the collection of patient fees, when the patient has been seen at more than one clinic.

POLICY

- 2.1 Each clinic is responsible for screening, billing, and collecting revenue for services rendered at their facility only. The provider that serves the client first will have the priority for billing fees up to the limit of the client's UMDAP (Uniform Method of Determining Ability to Pay) liability. Other providers may bill for any remaining uncommitted liability.

BACKGROUND

- 3.1 The mental health population includes an undetermined number of clients who receive services from more than one provider during a given UMDAP period. The UMDAP liability may be assessed only once annually for each family regardless of the number of providers seen. This policy was developed to establish which provider is entitled to collect the fee, along with a procedure to ensure uniform implementation.

PROCEDURE

- 4.1 There are two ways a clinic discovers that a client has an existing UMDAP:
 - 4.1.1 During the financial screening
 - 4.1.2 When entering the financial information into the Management Information System (MIS)
- 4.2 At whatever point the information is developed, the clinic must:
 - 4.2.1 Contact the first provider to determine how much the client owes, if anything. This would be the balance due on UMDAP liability or the full cost of care, whichever is less.
 - 4.2.2 Where the actual cost of care is less than the UMDAP liability, the subsequent provider is responsible for billing and collecting for the actual cost of care provided by their clinic or the remaining UMDAP liability, whichever is less.



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT: CLIENT FEES AT TWO OR MORE FACILITIES	POLICY NO. 404.2	EFFECTIVE DATE 10/1/89	PAGE 2 of 2
--	----------------------------	-------------------------------------	-----------------------

- 4.3 Each clinic is responsible for billing for services rendered by them, only. However, a payment should never be refused based solely on the fact it is owed to another Los Angeles County clinic. All money collected should be deposited by the clinic receiving the payment.

AUTHORITY

Department of Mental Health Policy